

South Carolina Military Department

IT Request Form

I request approval to purchase of the following item(s) in the amount of _____

<u>Quantity</u>	<u>Item Description</u>
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____

*** If the requested purchase is software, answer the following questions:

1. Will this software no longer work/will no longer be able to log in once the contract term ends?
2. Does the contract provide the Agency the right to use the IT software (i.e., the contract provides the Agency the right to determine the nature and manner of use of IT software)?
3. Is the maximum contractual term of the contract, including any contractually bound options to extend (by lessee or lessor), 12 months or less?

If the answer is "Yes" to any of the questions, contact SCMD Budget & Finance Department to determine the applicable GL Codes for the purchase prior to submitting the request to the IT Department Manager for approval.

Requester: _____

(Signature): _____

Department Head/Program Manager: _____

(Signature): _____

This item(s) _____ on State contract.

The State Contract number is _____.

The approved vendor is _____.

The SC Military Department's IT Department Manager must review and approval all IT purchases by prior to the purchase via credit card or Purchase Order.

SCMD IT Department Manager

Date

Signature)